

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 24, 2014
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James VanderRoest

Absent: Fenner Brown

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS
None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD
No one addressed the Board.

III. CONSENT CALENDAR
A. Minutes of the Board Meeting of February 24, 2014
B. Personnel Items (none)

The minutes from the February 24, 2014 Board Meeting were accepted.

IV. FINANCIAL REPORTS
A. Financial Reports for the Month Ending February 28, 2014

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending February 28, 2014.

Discussion: Director Rohrbaugh called attention to the last page of the notes where D. Schiller had indicated she expected to have a budget revision regarding the renovations recently completed at Central Library. Director Rohrbaugh told trustees this transfer was the next recommendation of the meeting.

MOTION: L. GODFREY MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 28, 2014.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. CIP Budget Transfers

Recommendation: Director Rohrbaugh recommended the Board approve transfers within the Capital Improvement Plan budget from the Carpet Master Plan of \$12,351 and the Building Alterations Reserve of \$9,571 to the Youth and Local History Renovation Project.

Executive Summary: The final accounting of the Youth and Local History Room Project in the Capital Improvement Plan required the transfer of budgeted reserves to close the project.

The initial Youth and Local History Renovation budget included \$10,397 for flooring and carpeting and was budgeted by recommendation of the architect. It allowed only for the relocation of existing carpet squares as the project progressed, not the purchasing of new carpet squares. When the Local History wall came down, it was determined that moving the carpet squares would not suffice and that new carpet was needed to complete the room. The total cost impact of that change order was \$10,591 in carpet and \$1760 in additional fees, totaling \$12,351. The current Carpet Master Plan budget would be reduced from \$109,579 to \$97,228.

Mulder's Moving was contracted to disassemble, move, and reinstall materials and shelving. Despite a renegotiated final price on time and materials invoices received in late December, the cost moving and wood work reinstallation was significantly more than originally allowed for in the budget. The impact to the total project cost for Mulders and the final invoice for Penchansky & Whisler for A&E fees will require an additional \$9,571. The current Building Alteration reserve of \$10,166 would be reduced to \$595.

Both transfers of budget result in no increase to the total budgeted expenditures for the Capital Improvement Plan for 2013-2014 and have been approved by the Treasurer and confirmed by the Finance and Budget committee.

Discussion: Director Rohrbaugh said the only recommendation for the meeting was a transfer of funds in the Capital Improvement Plan. She explained that more carpet needed to be replaced in the Local History Room than first expected. Director Rohrbaugh said the amount of woodworking that needed to be done during this project had been underestimated which resulted in the second budget transfer. The money was available for both of these transfers, it was simply not in the correct budget. This recommendation was supported by the Treasurer and Budget and Finance Committee. Per the bylaws for the Board of Trustees, J. Vander Roest said he could, as Treasurer, have approved this himself but he thought it best to bring to the full Board because of the amount of money involved.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE TRANSFERS WITHIN THE CAPITAL IMPROVEMENT PLAN BUDGET FROM THE CARPET MASTER PLAN OF \$12,351 AND THE BUILDING ALTERATIONS RESERVE OF \$9,571 TO THE YOUTH & LOCAL HISTORY RENOVATION PROJECT.

MOTION CARRIED 6-0.

REPORTS:*B. One Point of Service – Matt Smith*

Report: Director Rohrbaugh said One Point of Service had been mentioned a few times in the Director's Report. She had given a quick explanation of what it was but wanted to bring M. Smith, chair of the Customer Service Committee, to more fully explain this Customer Service model. M. Smith explained this was the most recent large project the Customer Service Committee had been working on. Trustees watched a short video explaining the basic tenets of One Point of Service.

Discussion: V. Wright asked if staff had received any patron feedback. M. Smith said he thought staff were now meeting patron's expectations of service where in the past they were not. This was the reason he thought staff had not received much response from patrons. J. Vander Roest asked where money was being taken to pay for fines. M. Smith answered not every public desk had a cash box or drawer but at least one desk on each floor was able to take money. J. Vander Roest asked D. Schiller how the library controlled for theft. D. Schiller said each desk collecting money other than circulation had minimal cash at any one time. L. Godfrey asked if money could be put on patron's cards at any location. M. Smith said this could be done through the website with a credit card and that every public desk with a cash box or drawer could take cash payments.

Disposition: Trustees thanked M. Smith for the report.

C. Friends of KPL Update – Richard Joyce

Report: Director Rohrbaugh invited R. Joyce, President of the Friends of the Kalamazoo Public Library, to give an update. He said the Friends were over 50 years old and some volunteers had been working for over 30 years. The Friends have between 200 and 300 members, over 50 volunteers, and one full time employee. He said the store usually brought in about \$1,000 per week and some items were sold online. The Friends give an annual gift to the library to be used for things like children's programs, staff events, the millage campaign, etc. About half of the store's annual income of approximately \$100,000 is donated to the library and the other half pays expenses. R. Joyce said the Friends also give mini-grants and scholarships to library employees each year.

R. Joyce said his job in the bookstore was doing a rough sort of the books as they were donated to decide which books would be sold and which would be disposed of. A finer sort is completed later to decide which books will be sold in the store and which will be boxed up for the bag sales. His rough estimate of the number of books sold by the store each year was 75,000 to 100,000. Donations and sales have been down slightly the last year, he said, but donations of materials other than books, such as CDs and DVDs, continues to rise. The Annual Membership Meeting will be held on April 30th at the Ladies Library Association and he invited anyone interested to attend.

Discussion: C. TenBrink thanked R. Joyce for all he and the Friends did for the library, staff, library patrons, and store customers. J. Vander Roest asked what the criteria were for sending books to the dumpster. R. Joyce said books that were moldy, very clearly outdated, or old hard bound books with no dust jacket were sometimes thrown out. He said this was always a difficult decision but experience has shown they do not sell. He said it broke his heart every time he had

to throw something out. J. Vander Roest said he knew the Friends were not in the business of discarding books.

J. Vander Roest asked what the most lucrative subject areas were. R. Joyce said he wasn't exactly sure but hardback fiction usually sold well. He said a large percentage of donations were library discards and these titles generally sold. L. Godfrey asked whether children's books were donated and sold. R. Joyce answered they were and he sometimes found himself wincing when he saw beautiful picture books discarded by the library but he understood the library had to keep its collection fresh through weeding and he was happy to see these books go into children's hands after being sold in the store.

Disposition: Trustees thanked R. Joyce for his report.

D. Legislative Report – Diane Schiller

Report: D. Schiller said she was following some new bills. Two related to the Freedom of Information Act (FOIA) were causing angst among local units of government. One bill wanted to limit the amount of money a unit of government could charge when producing information following a FOIA request. The second bill would set up a review board to try and eliminate some of the frivolous FOIA requests being made. She said the library had occasionally gotten requests, but not many.

The second was TIF legislation that had not been introduced yet. A number of hearings were held last year about how to respond to units of government, especially counties and libraries, who were worried about TIF districts and the capture of their taxes. D. Schiller said she will watch for this legislation to be introduced in the house. B. Caple asked what the legislation would try to do. D. Schiller said it would make it easier for local units of government to opt out of new and existing TIFAs. Director Rohrbaugh said there was a lot of discussion about this at the DDA, DKI, and Michigan Library Association. D. Schiller said there was also a lot of discussion among government finance officers.

Ten Personal Property Tax bills were passed through the Senate and were in the house. The expectation was they would be passed in the house and to the governor by the end of the week. One thing the bills did was make it easier for local units of government to recoup losses that resulted from the elimination of personal property tax. Secondly they created a new authority – the Local Community Stabilization Authority (LCSA). This authority will be staffed by treasury and will determine how much of the Use Tax will be used for reimbursement assuming the referendum is passed in August. She warned reimbursement may not be 100% because estimates will be based on prior year calculations and will be distributed in priority order. She reiterated, though, that 100% reimbursement was the goal.

Disposition: Trustees thanked D. Schiller for her report.

E. Sharing PLA Experience – Bruce Caple, Cheryl TenBrink and Valerie Wright

Report: B. Caple, V. Wright and President TenBrink shared their experience from attending the PLA Conference. B. Caple told the Trustees the group had an interesting journey down in the snow. He appreciated opening speaker Bryan Stevenson, the Big Ideas session with Simon Sinek, and the Jane Pauley luncheon. He told meeting attendees he had attended three of four sessions with the Harwood Institute commenting he thought KPL did an excellent job working

with the community to understand their needs and desires. He said he enjoyed the awards presentation for the LibraryAware Award and shared information about an online diploma program offered from Gale.

President TenBrink commented she also enjoyed the Big Ideas speakers that came from outside the library field. She attended a millage program with V. Wright but said KPL was already on track doing what the presenters had talked about. She enjoyed author luncheons and better getting to know V. Wright and B. Caple. She thanked Director Rohrbaugh for the opportunity to attend the conference.

V. Wright said PLA was the best conference she attends. She talked about opening speaker Bryan Stevenson and his feeling about libraries and mentioned a number of takeaways she gathered from Simon Sinek's Big Ideas talk. V. Wright talked about many of the sessions she attended sharing data and ideas from each. She attended K. King and F. Howe's session on dealing with bed bugs in the library as well.

Director Rohrbaugh thanked the trustees for attending the conference saying it was much easier to send a larger group when the distance was drivable. She said everything she had heard following the conference from staff and trustees had been positive.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—no meeting.
- B. *Personnel Committee*—B. Caple said the Personnel Committee had not met however the Director's Evaluation form had been distributed. He asked that they be returned to him by April 21, 2014.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—no meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh mentioned two items not listed on the Director's Report. She explained the water damage at Oshtemo as a result of frozen pipes which burst. She then also gave an update on the Citizen's Committee for the millage saying reminder calls and postcards to absentee voters would be sent soon. President TenBrink asked if the committee would be needing volunteers and Director Rohrbaugh confirmed the committee would need volunteers on the weekends of the large garage sales in the Winchell and Westnedge Hill neighborhoods.

Director Rohrbaugh drew attention to item two and the possibility of library cards for all KPS students. The author talk with Tracie McMillan drew a good crowd and other Reading Together events had also been well attended. She also mentioned item 11 and the soft launch of The Hub in conjunction with a genealogy lock-in on April 11th.

Discussion: L. Godfrey asked if the library had received any feedback from the article on MLive mentioning the library had opted out of the Oshtemo Township Corridor Improvement Authority. Director Rohrbaugh said she had not received any comments but continues to tell people around town and at the DDA that the library considers each TIFA plan individually. She

highlighted this was different from Kent District Library who had a Board policy to automatically opt out of every tax capture. J. Vander Roest asked Director Rohrbaugh if she had gotten any negative feedback. She said she had not.

J. Vander Roest asked if the harsh winter had an effect on the parking areas. Director Rohrbaugh said they surely had been impacted by the weather. J. Vander Roest asked if the library was running water to prevent frozen water pipes. K. King said Oshtemo had been running its water. V. Wright asked who attended the KidLib Unconference and how it was started. S. Warner said it was attended by youth services librarians, mostly from southeastern Michigan. A. Vernola helped in planning the event and next year the hope was to hold a second KidLib Unconference at KPL.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright thanked the library for allowing her the opportunity to attend PLA. She said the group dinner was great and she really enjoyed spending time with the other trustees and staff.
- B. Caple also thanked the library for allowing him the opportunity to attend PLA. In talking with other attendees, many other libraries were surprised by the number of trustees the library was able to send to the conference. B. Caple also said he enjoyed Tracie McMillan's message but her presentation style was quite odd and difficult to follow. Director Rohrbaugh said Tracie McMillan had expected to have notes on an iPad that did not work and staff thought she was inexperienced in speaking to crowds of this sort and size. B. Caple said he was impressed with the turnout at the event.
- R. Brown said he also could not get excited about Tracie McMillan's book following her presentation but he was looking forward to Novella Carpenter's upcoming visit.
- President TenBrink showed two bracelets she had gotten in the Exhibit Hall at PLA, one of which said "Read" in eight different languages.

X. EXECUTIVE SESSION

President TenBrink asked for a motion to move to an executive session to discuss the upcoming negotiations with KPLA and KPLSP.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE UPCOMING NEGOTIATIONS WITH KPLA AND KPLSP.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 6-0.

Trustees moved to an executive session at 5:17 p.m. President TenBrink invited D. Schiller, T. New and M. Cockrell to stay for the Executive Session.

III. A.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 6-0.

Trustees moved to open session at 6:00 p.m.

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 6:01 P.M.

X _____
Robert Brown
Secretary